

Junior School Regulations 2010/2011

At Terenure College we aim to maintain a safe and orderly place where pupils and teachers can learn and work together in an atmosphere of co-operation and mutual respect. A high standard of conduct consistent with our Code of Discipline is expected from all pupils. Courtesy and good manners must be the norm when dealing with all involved in Junior School life.

It is important that all involved in the College recognise their individual responsibility to co-operate with these points for the benefit of all. All pupils are expected and encouraged to assist in maintaining our high standards of studies and good behaviour.

1. Attendance/ Punctuality

The Junior School is open to receive pupils at 8.35 a.m. each morning. No responsibility is accepted for pupils arriving before that time. Classes will commence each day at 9.00 a.m. No pupil should arrive later than 8.55 a.m. Classes will end each day except Wednesday at 3.00 p.m. and on Wednesday at 12.45 p.m.

First Bell	8.55 a.m.
Class time – Morning	9.00 a.m. to 12.45 p.m.
Lunch	12.45 p.m. to 1.25 p.m.
Class time – Afternoon	1.30 p.m. to 3.00 p.m.

- Pupils must be ready to start class punctually, having visited cloakroom/toilets.
- Teachers permission must be given to visit toilets at any other time than official break times which are as follows:

Morning Break:	11.05 a.m. to 11.20 a.m.
Lunch:	12.45 p.m. to 1.25 p.m.

All absences from school must be explained by letter or by a note in the Journal. No pupil will be allowed leave the school during class times without the permission of the Principal. All appointments for the pupils, medical or otherwise should be arranged for Wednesday afternoons. To protect the integrity of the school year parents and pupils should be conscious of the School Calendar as they plan holidays, etc. If number of days absent >20 the Education Welfare Officer is informed.

- Pupils remain in the College during lunchtime and eat their lunch in their classroom or the Canteen. Canteen facilities are available for those who wish to avail of them. Pupils are to ensure that tables are left clean and recycling bins are used.
- Parents and pupils are encouraged to follow our Healthy Eating Policy when it comes to lunches and snacks.
- Permission for pupils to go home during lunchtime will have to be sought in writing at the beginning of the school year.

2. Academic Work

- A high standard of classwork and homework in all subjects is required from each pupil.
- Good work habits and skills need to be developed from Third Class.
- Pupils are expected to be fully prepared for class each day.
- Each pupil must have a **School Journal**.

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3. The Journal

The Journal is a very important medium of communication during a pupil's school life. It serves the following functions:

1. Record of all homework.
2. Record of important notices.
3. Means of communication between Teachers and Parents.

In the Journal there is a section for remarks and parents are asked to check this **daily** for comments by teachers regarding your sons' work and behaviour. **Parents are required to sign the Journal every night.**

4. Conduct

- The highest standard of courtesy and good manners is expected from all pupils when dealing with all those involved in College life.
- Pupils, who engage in insulting, provocative or insubordinate behaviour to teachers will be liable for very serious sanctions.
- Bullying by word or action is abhorrent and will not be tolerated.
- All pupils must follow classroom rules.

5. Uniform

- The College's Uniform is a symbol to all that see our pupils as they come and go from school. The overall appearance of the pupils should reflect a pride in themselves and the College.
- The **College Uniform** consists of:

Grey trousers	College Tie
Grey College V Neck Jumper (Crested)	Grey/Black Socks
White Shirt	Black Shoes
- Pupils must not wear runners on the way to or from school.
- Sports and leisurewear i.e. sweatshirts, training tops etc. are only to be worn during Sport or P.E. and must not be worn in classrooms.
- On the day of P.E class pupils must wear full regulation sportswear.
- Pupils are expected to keep their hair neat. Close cuts, long hair or dyed hair are not acceptable.
- Pupils are forbidden to wear any form of jewellery.

6. Homework

Pupils are expected to be fully prepared for their classes each day. They will require careful study at home to ensure that written assignments and memory work set in class are completed thoroughly. Homework is set each night. Pupils in Third and Fourth Classes should spend no longer than forty-five minutes on homework. Fifth and Sixth Class pupils should spend no longer than one hour. In addition all pupils are expected to read for fifteen minutes and learn their tables every night. All homework assignments including revision must be recorded each day.

7. Co-Curricular Activities

An extensive co-curricular and sports programme is carried on throughout the school year. Participation in these activities plays a very important part in the life and development of our pupils. Each pupil is strongly recommended to take part in the wide range of co-curricular activities of the College.

- As rugby is the principal sport of the college all pupils are strongly encouraged to participate in training and school matches.

8. Health and Safety

- The Principal and Matron should be informed in writing of any pupil's illness or physical ailment, which might affect his performance in school. Tetanus Toxide injection is advised for all pupils. Please ensure that the Terenure College Medical Record Form is completed in full and returned to school matron.
- All pupils must participate in the Recycling Programme promoted by the College
- Take care to observe Road Safety regulations. Use the 'Safe Cross Code' when crossing the road.
- All pupils who use a bicycle must wear cycle helmets.
- Due care must be taken when entering and leaving the College.
- The Lake area of the Grounds are out of bounds for all pupils during school hours unless a teacher accompanies pupils.

9. Property

Pupils are responsible for their property while in school. They should also show responsibility and due care for the property of others and of the school. Though reasonable care will be exercised in protecting property, no responsibility for losses will be accepted.

- Names on books and clothing should be clearly marked.
- All books and copies must be covered.
- Discmans/iPods are not to be brought into school.
- Pupils must have written permission to have mobile phones and they must be turned off during the school day (8.55 a.m to 3.05 p.m). Phones can only be used with the permission of the Principal/Teacher.
- Littering is unacceptable and disrespectful of others. Pupils must make every effort to keep their classroom and the school looking as well and as clean as possible. Chewing gum is strictly forbidden.
- Willful damage to property is to be paid for.